



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO	
No.:	99-34
File:	1199
Date:	04/30/99
Non W-2	[X]
W-2	[X]
CC	[X]
PRIORITY: High	

FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section

SUBJECT: **AVAILABILITY OF WRITTEN INFORMATION ON ECONOMIC SUPPORT PROGRAMS**

CROSS REFERENCE: Income Maintenance Manual, Chapter II, Part J, 3.0.0, 4.0.0

EFFECTIVE DATE: Immediately

PURPOSE

Reminder to agencies, counties and tribes which administer the Food Stamp (FS) Program of their obligation to provide written information and to display posters about the FS Program.

BACKGROUND

In the past the Food Stamp Program was administered through county and tribal economic support offices. Since the implementation of W-2 the Food Stamp Program is also administered through W-2 agencies and county and tribal outstations. The United States Department of Agriculture, Food and Nutrition Service recently raised a concern that written information on the Food Stamp Program was not displayed and available in the reception or other waiting areas of agencies that accept FS applications. The FNS also expressed concern that posters that are required to be displayed were not on display.

ACTION

To address FNS' concern, please direct your staff to order an appropriate number of the following publications for **each** of your locations, including outstations.

1. Food Stamps, Publication No. PES-13 (Rev.05/98)
2. Your Rights and Responsibilities, Publication No. PES-398 (Rev. 05/98)
3. Fair Hearings Food Stamps & Medicaid, Publication No. PES-17 (Rev. 05/98)

Two posters are required by federal law to be posted, as stated in the **Income Maintenance Manual**, Chapter II, Part J, 3.0.0. Those posters are entitled, "Food Stamp Rights" and "And Justice For All". The State has ordered a supply of these posters from FNS. If your office does not have copies of these posters please order either or both from the State. If you would like the poster in a language in addition to English, such as Spanish, please include that information with your order.

The State expects these publications and posters to be on display or available to applicants and participants at all times, at all locations.

To order these publications and posters make a written request to:

Barbara Albrecht
DWD/BMO
201 E. Washington Ave., Room 171
Madison, WI 53711
Fax: 608-267-3240
E-mail: albreba@dwd.state.wi.us

The request should include the poster or publication name and number, the number of copies requested, and a street delivery address, not a post office box. These publications are published by the State or the federal government and **are provided at no cost**. Please direct your staff to reorder the publications whenever your supply is low.

You may also want to make available to the public the Fact Sheets on each economic support program, which are published on the Internet at <http://www.dwd.state.wi.us/desw2/default.htm>.

These can be printed off the Internet.

CONTACTS

For questions regarding ordering publications contact Barbara Albrecht at the above addresses.

For questions regarding what information on the Food Stamp Program must be available to the public, contact Cathleen Connolly at 608-267-4556.